

## MEDICAL/DENTAL AND PSYCHOLOGICAL EMPLOYEE EXPENSE REPORTS

While going through the rigorous physical qualification process to deploy to Antarctica, candidates often incur expenses that can be reimbursed in accordance with government, contract and company guidelines. In October of 2005 RPSC installed a new expense reporting system entitled WebTE to process employee reimbursements. WebTE is a web based expense report system that must be used by all current employees of RPSC. If you are a participant pending employment you have two options for reimbursement: 1) if you incur expenses and you can submit them at least 30 days prior to your first day of employment, you may still use the manual paper expense report form ME-A-103 or 2) you can retain your receipts and itemized bills and file from Antarctica via WebTE. WebTE reimbursements are direct deposited. No direct deposit is available for manual expense statements and reimbursement takes 4-5 weeks.

### IMPORTANT TIPS FOR SUBMITTING YOUR PQ REIMBURSEMENT EXPENSES:

1. When submitting for your Medical/Dental PQ expenses you will need to submit the itemized bills for all items. Receipts must reflect payment in full. **An invoice alone, showing the balance due with no indication of payment, does not satisfy the contract or audit requirement. All loose receipts should be taped to an 8 ½ x 11 piece of paper.**
2. **If you currently carry insurance you are required to give your insurance information at the time of your appointment. Your co-pay and any costs that are not covered, or are rejected by your insurance, are eligible for reimbursement from RPSC. Please wait to submit your reimbursement until you have the final claims from your insurance showing the balance due.**
3. Dental exams and dental x-rays are covered. Dental work done (including Prophylaxis or cleaning) will NOT be reimbursed. Mileage to and from medical and dental appointments as well as postage will not be reimbursed.
4. When traveling to Denver for your Psychological Test, you will be reimbursed for employee meals (actuals) up to the government per diem rate. The per diem is limited to 75% for the first and last day of travel. Per Diem's are on your Itinerary and [www.gsa.gov](http://www.gsa.gov). We recommend that you keep a log of your expenses and maintain the receipts. These receipts may be required for reimbursement. Do not highlight receipts or tape over the printing on the receipt as this may make it difficult or impossible to read. If the receipt is required, you will be faxing it in to the payment process center located in Texas. Keep all receipts until you are reimbursed.
5. If you are currently an employee or contract employee with Raytheon, you must complete your expense report on WebTE.
6. The complete WebTE expense report procedure can be found on the "I" drive, Procedures folder, Master List, Finance tab, Procedure 558. If you would like to have this procedure e-mailed to you, please contact us via e-mail at [expense.reports@usap.gov](mailto:expense.reports@usap.gov).
7. You will need a charge number (WBS) for your expense report. This number typically starts with R-PS and ends with a two letter suffix. Without this number you will not be able to complete your expense report. There is a different WBS number for Medical/Dental Reimbursement vs. Psychological Travel Reimbursement. Refer to the WBS on your Itinerary for Psychological Travel. Please refer to form ME-A-103 for the Medical/Dental reimbursement WBS or contact the Medical Department at [medical@usap.gov](mailto:medical@usap.gov).
8. Do not incur expenses that are not authorized on your Itinerary as these may not be reimbursed.

### Basic Steps in using WebTE:

1. Establish your Raytheon directory service password by calling 1-877-844-4712.
2. Convert all expenses to US dollars using [www.onada.com](http://www.onada.com).
3. Access WebTE at: <https://webte.raytheon.com/webte>.
4. Be sure you know your employee number; do not use the TS prefix.
5. Complete your WebTE profile (see Finance Procedure 558 for details).
6. Click on "Home" or "Start My Statement" to begin an expense report.
7. In the Comments Section, identify **"POLAR SERVICES Required Pre-Deployment Medical Testing for deployment to Antarctica in support of the National Science Foundation"**
8. Once your expense report is complete, you may be requested to fax in selected receipts. Be sure to print and use the fax cover page provided, along with the receipt.
9. You can view faxed documents and check on the status of your statement at the WebTE website.